

The U.S. Embassy in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Vacancy Announcement No. / Position Title

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FSN# 2013/115 (T)
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies;
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/115

Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2014/12

Medical Research Scientist (Clinical Unit Leader, HIV/STD Research Program)

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-12, FP-3

OPENING DATE: April 11, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40hours/week

SALARY:

Ordinarily Resident (OR): FSN-12 ฿1,439,657 annum (Starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist / Leader of the Clinical Unit, HIV/STD Research Program, in its Behavioral & Clinical Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at the Hospital for Tropical Diseases, Mahidol University, 420/6 Rachavithi Road, Rachathewi, Bangkok 10400, Thailand

BASIC FUNCTIONS REQUIRED:

Leads the Clinical Unit located at Silom Community Clinic @ TropMed and oversees the entire unit that consists of Clinical Services, Clinical Assistance, Pharmacy, Physician, Data Management, and Laboratory teams. Conducts clinical research on HIV infection, AIDS, and related topics. The incumbent plans and coordinates new research activities, supervises study implementation, and conducts other HIV/STD clinical trial activities.

QUALIFICATIONS REQUIRED:

- (1) M.D. degree or Ph.D. degree in a medical or biological science. Licensed to practice medicine required (please attached a valid licensed with the application);
- (2) At least five years of progressively responsible work experience in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research. Including one year of supervisory experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to provide clinical care for early HIV infection, tuberculosis and sexually transmitted infections for cohort members and potential enrollees;

- (5) Able to collect and analyze data from research studies, with assistance, as needed, from data management specialists/statisticians;
- (6) Able to recognize protocol deviation, to independently develop Standard Operating Procedures (SOPs) and Site Specific Procedures (SSPs) and Clinical study forms such as Clinical Research Forms (CRFs).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

“This is a re-advertisement of announcement from February 13, 2014. Applications previously received will also be considered.”

FSN# 2014/28 (T)

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: March 28, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 ฿251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in masonry and building construction trade and duties involved in daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of vocational school or equivalent in masonry or building construction trade. Or completion of high school in general course with a certificate of apprenticeship recognized as producing masonry or building construction work;
- (2) Minimum one year direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;
- (6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/28
Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: March 28, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in masonry and building construction trade. S/He also perform duties involved in daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of vocational school or equivalent in masonry or building construction trade. Or completion of high school in general course with a certificate of apprenticeship recognized as producing masonry or building construction work;
- (2) Minimum two years direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **400** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;
- (6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/54 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7, Trainee

OPENING DATE: April 25, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled.

FSN# 2014/54

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: April 25, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

(9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

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CLOSING DATE FOR THE POSITION: Until Filled.

FSN 2014/63

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: May 30, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 ฿ 263,482 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur or truck driver;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's licenses (a copy of valid truck driver's license (ใบขับขี่ประเภท 2), and a copy of car driver's license are required with application);
- (5) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (6) Possess automotive mechanical skill.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
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- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is to extend the announcement. Applications previously received will also be considered.”

FSN# 2014/67(T)
Security Investigator

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-7; FP-7, Trainee

OPENING DATE: June 6, 2014

CLOSING DATE: July 3, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Responsible for completing the personnel security background investigation (BI) of new employees and updates security clearances of Mission employees. Conduct official investigations as directed by the Regional Security Office (RSO) and is responsible for coordinate the supervision of the Mission security force, local guards, and police support at the direction of the RSO. Responsible for effective liaison with host country security officials/organizations and the Embassy security office.

QUALIFICATIONS REQUIRED:

- (1) Completion high school is required;
- (2) Six years of progressively responsible experience or related experience in investigative work with military, police, or a private organization;
- (3) Level III (Good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered) and Level IV (Fluent) speaking/reading/writing in Thai;
- (4) Skill in conducting investigations to include interviewing and report writing;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Ability to use a personal computer to produce necessary documents resulting from work product.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 3, 2014

“This is a re-advertisement of announcement from May 16, 2014. Applications previously received will also be considered.”

FSN# 2014/67
Security Investigator

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-8; FP-6

OPENING DATE: June 6, 2014

CLOSING DATE: July 3, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Responsible for completing the personnel security background investigation (BI) of new employees and updates security clearances of Mission employees. Conduct official investigations as directed by the Regional Security Office (RSO) and is responsible for coordinate the supervision of the Mission security force, local guards, and police support at the direction of the RSO. Responsible for effective liaison with host country security officials/organizations and the Embassy security office.

QUALIFICATIONS REQUIRED:

- (1) Completion high school is required;
- (2) Seven years of progressively responsible experience or related experience in investigative work with military, police, or a private organization;
- (3) Level III (Good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered) and Level IV (Fluent) speaking/reading/writing in Thai;
- (4) Skill in conducting investigations to include interviewing and report writing;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Ability to use a personal computer to produce necessary documents resulting from work product.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 3, 2014

“This is a re-advertisement of announcement from May 16, 2014. Applications previously received will also be considered.”

FSN# 2014/75 (T)
Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-7; FP-7, Trainee

OPENING DATE: May 30, 2014

CLOSING DATE: June 12, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in its Global System Operations, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Manages Automated Data Processing (ADP) systems for Bureau of the Global Financial Services (CGFS) reside on several locations globally through a local area network (LAN) and Wide Area Network (WAN) system. The work involves installing, supporting, and maintaining ADP systems, analyzing and proposing solutions to meet organization requirement, planning for and responding to service outages and other problems, supervising the daily performance of global financial system, administering databases, scripting or light programming, project management for systems-related projects, providing user support and training, and performing other related duties assign by the supervisors. This position requires working on a rotating shift schedule, some weekends and holidays.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Computer Engineer, Computer Science, Information Systems Management, or Science, Social Sciences or Business Administrative with major in computer or information systems;
- (2) At least four years progressively responsible in computer administration or programming nature;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Strong system analytical skills, troubleshooting skills, system development skills, system installation

and recover skills, and interpersonal skills.

(5) Ability to resolve complex problem, equipment maintenance, critical thinking, technical communication, coordination, service orientation, and train others in program/software operations.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 12, 2014

FSN# 2014/75

Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-8; FP-6

OPENING DATE: May 30, 2014

CLOSING DATE: June 12, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in its Global System Operations, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Manages Automated Data Processing (ADP) systems for Bureau of the Global Financial Services (CGFS) reside on several locations globally through a local area network (LAN) and Wide Area Network (WAN) system. The work involves installing, supporting, and maintaining ADP systems, analyzing and proposing solutions to meet organization requirement, planning for and responding to service outages and other problems, supervising the daily performance of global financial system, administering databases, scripting or light programming, project management for systems-related projects, providing user support and training, and performing other related duties assign by the supervisors. This position requires working on a rotating shift schedule, some weekends and holidays.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Computer Engineer, Computer Science, Information Systems Management, or Science, Social Sciences or Business Administrative with major in computer or information systems;
- (2) At least four years progressively responsible in computer administration or programming nature with two years in the Enterprise Applications Architecture environment;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);

(4) Strong system analytical skills, troubleshooting skills, system development skills, system installation and recover skills, and interpersonal skills.

(5) Ability to resolve complex problem, equipment maintenance, critical thinking, technical communication, coordination, service orientation, and train others in program/software operations.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

(9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

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Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 12, 2014

FSN#2014/77

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: May 30, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 ฿ 263,482 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement for a Chauffeur position at GSO/MT. Applications previously received will also be considered.”

FSN# 2014/78 (T)

Surveillance Detection Supervisor

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection Supervisor, FSN-4, FP-AA (Trainee)

OPENING DATE: May 30, 2014

CLOSING DATE: June 12, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 ฿251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Supervisor in its Regional Security Office (RSO) office located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

BASIC FUNCTIONS REQUIRED:

Incumbent has daily administrative and operational control of three Surveillance Detection Specialists at US Consulate General Chiang Mai and reports directly to SD Coordinator or ARSO for overall guidance on operational and administrative issues and is required to report to the RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. S/He will supervise three or more PSA SD Specialists in Chiang Mai while also performing surveillance detection missions.

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) At least six months of surveillance detection experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai, and Level I (Rudimentary Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc.), and have keyboarding/typing and computer skills;

(6) Ability to work independently, and adapt to changing circumstances without requesting guidance, as well as having strong organizational, leadership and observational skills.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 12, 2014

FSN# 2014/78

Surveillance Detection Supervisor

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection Supervisor, FSN-5, FP-9

OPENING DATE: May 30, 2014

CLOSING DATE: June 12, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Supervisor in its Regional Security Office (RSO) office located at U.S. Consulate General, 387 Wichayanon Road, **Chiang Mai**.

BASIC FUNCTIONS REQUIRED:

Incumbent has daily administrative and operational control of three Surveillance Detection Specialists at US Consulate General Chiang Mai and reports directly to SD Coordinator or ARSO for overall guidance on operational and administrative issues and is required to report to the RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. S/He will supervise three or more PSA SD Specialists in Chiang Mai while also performing surveillance detection missions.

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) At least one year of surveillance detection experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **250** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc.), and have keyboarding/typing and computer skills;

(6) Ability to work independently, and adapt to changing circumstances without requesting guidance, as well as having strong organizational, leadership and observational skills.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 12, 2014

FSN#2014/79 (T)
Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative, FSN-6, FP-8, Trainee

OPENING DATE: June 6, 2014

CLOSING DATE: June 19, 2014

WORK HOURS: Full-time; 40 hrs./week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as the FMC Administrative Assistant and FMC Customer Services Representative. Also, serves as FMC COAST coordinator and Contracting Officer Representative for the digital imaging contract. Distributes Electronic Fund Transfer (EFT) notifications to Voucher Examiners and Accountants as appropriate.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Business Administration, Accounting, Financing, Marketing, Communication, Arts or Social Science;
- (2) Two years of experience in the financial or administrative field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must complete or demonstrate ability to complete the following courses: 1. Windows Time & Attendance course; 2. FSN Pay & Allowances course; 3. American Pay & Allowances course; 4. RFMS/Momentum course; 5. Account Receivable course; 6. Customer Service course; 7. Ariba Training; 8. Voucher Examiner - one week course; 9. PA296 How to be a contracting officer's representative;
- (5) Must be able to use PC and Microsoft Office applications (Excel, MSWord and PowerPoint);

- (6) Must be able to deal effectively with American and FSN personnel seeking for information and to direct them to the appropriate FMC employee.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 19, 2014

FSN#2014/79

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative, FSN-7, FP-7

OPENING DATE: June 6, 2014

CLOSING DATE: June 19, 2014

WORK HOURS: Full-time; 40 hrs./week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as the FMC Administrative Assistant and FMC Customer Services Representative. Also, serves as FMC COAST coordinator and Contracting Officer Representative for the digital imaging contract. Distributes Electronic Fund Transfer (EFT) notifications to Voucher Examiners and Accountants as appropriate.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Business Administration, Accounting, Financing, Marketing, Communication, Arts or Social Science;
- (2) Two years of experience in the financial or administrative field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have successfully completed the following courses: 1. Windows Time & Attendance course; 2. FSN Pay & Allowances course; 3. American Pay & Allowances course; 4. RFMS/Momentum course; 5. Account Receivable course; 6. Customer Service course; 7. Ariba Training; 8. Voucher Examiner - one week course; 9. PA296 How to be a contracting officer's representative;
- (5) Must be able to use PC and Microsoft Office applications (Excel, MSWord and PowerPoint);

- (6) Must be able to deal effectively with American and FSN personnel seeking for information and to direct them to the appropriate FMC employee.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.

TO APPLY:

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